



Grants Management Division Manual

Amendments and Award Action Requests

Prepared by BearingPoint, Inc.

Version 2.7

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Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process, and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions	Text; Example	What it means.
	Text in Bold; Click Done	Indicates a command.
	Text in Italics; <i>FFO Details</i> screen appears.	Indicates a screen.
	Text in Bold Italics; <i>Name</i>	Indicates data to be entered into a field.
	Text in All Caps; LOGIN	Indicates a field name.

Notes and Warnings Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning! Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offer a variety of competitive and non-competitive grants or Awards to various communities including states, universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant was given to the most qualified applicant for a competitive Award, and for qualified designated applicants of non-competitive Awards.

As part of NOAA's strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, Award management, and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the Agency to increase efficiencies related to its mission goals.

Grants Online is designed to answer several issues that occur during the Award process including:

- Reducing or eliminating paper forms for application.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Grantees.
- Serving the NOAA community in its efforts to meet mission goals more effectively.

Audience This manual is developed for the Grants Management Division staff. This guide provides the user with step by step directions for completing the following actions in Grants Online:

- Amendments
- Award Action Requests

This guide does not teach policy or business procedures for the Grants Management Division.

Grants Online Software Description

About Grants Online Grants Online operates in a web environment. As such, you will be required to use an Internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have Internet access. Login IDs and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.

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Getting Started

- Overview** When you use any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users with navigation and appropriate system use. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.
- Module Objectives** The Getting Started module will review the following objectives:
- Accessing and logging into Grants Online
 - Obtaining your password
 - Logging into Grants Online
- Overview** Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer icon on your desktop to open Internet Explorer.
2. Enter the following URL information in the address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - Grants Online Login page appears



Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-713-1000 or toll free at 1-877-662-2478
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**.
3. Enter your assigned **Password**.
4. Click **Enter**.



Warning!

If you enter your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account.

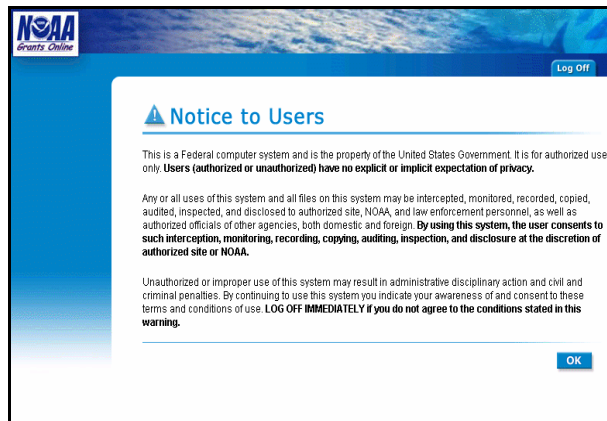
If nothing happens when you click enter, it means the server is down and will need to be restarted.



Note: If you click on the **Grants Online Training** link you can view and download training material including training manuals, quick reference guides, and online webinars.

Logging in to Grants Online

5. The *Notice to Users* screen appears.
6. Review disclaimer information and click **OK**.



Completing Amendments

Overview

In special cases where the list of Award Action Requests are not applicable, Grants Specialists and Grants Officers have the capability of initiating an Amendment as necessary on Awards. In such cases, the Help Desk should be contacted to provide guidance. Once the Grants Officer or Grants Specialist completes the Amendment, a task for review is sent to the Program Officer. Once the Program Officer reviews the Amendment, it will be sent back to the Grants Specialist. The Grants Specialist in turn, submits it to the Grants Officer for review and approval.

Module Objectives

- The module will review the following objectives:
- Completing an Amendment in Grants Online.

Creating an Amendment

1. Select the **Award** tab.
2. Select the **Search** link.
3. Search for the Award by entering either of the following criteria:
 - APPLICANT NAME
 - AWARD NUMBER

After you have entered the search criteria, select **Submit**.

4. The Award is displayed in the search results. Select the **Create Amendment** link from the **Amendments** column.

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Search for Award

Applicant Name:

Award Number:

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

Search Results
One item found. 1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Enforcement	Award Action Request	Manage Award	Amendments	Partial Funding
NAD6NMF4330012	1007270	University of Chicago	GMD Manual 5/31	Accepted	Enforcement	Create Award Action Request	View/Manage Award-related Personnel	Create Amendment	Partially Fund this Award.

5. The following screen is the *Amendment to Financial Assistance Award* and includes the following:

- **CFDA NUMBER**
- **GRANT TYPE**
- **AWARD NUMBER**
- **AMENDMENT NUMBER**
- **RECIPIENT NAME**
- **STREET ADDRESS**
- **AMENDMENT START AND END DATES** Please note The Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the Award. A no-cost extension must be created to actually extend the Award period.
- **PROJECT TITLE and PROJECT DESCRIPTION**

To enter the reason for the Amendment, select the **Enter Reasons** link. You may also enter Special Award Conditions by selecting the **Special Award Conditions** link. The **Line Budget** link and the **Other** link are also listed at the bottom of the page. Please note, in the **Costs** section, the manual override button is greyed out for non-funded Amendments.

Amendment to Financial Assistance Award

CFDA Number: 11.422
Award Number: NA000004330012
Recipient Name: University of Chicago
Grant Type: If Grant is Cooperative Agreement (If changed, requires Cooperative Agreement Special Award Conditions)
Amendment Number: Pending
Street Address: 1025 S. 57th St
Chicago, IL 60637

Amendment Start and End Dates: *
The Amendment Start and End Dates in the above fields are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.
Project Title: *
GHD Manual 5/31
Project Description: *
GHD Manual 5/31

Bureau Fund Fiscal Year Project-Task Organization Object Class

The system has calculated values for the federal and recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the override checkboxes below. Once checked, the values that are entered will be saved and available on CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: If
Costs Are Reviewed As Follows: Previous Estimated Cost Add Deduct Total Estimated Cost
Federal Share of Cost \$100000.00 \$0.00 \$100000.00
Recipient Share of Cost \$0.00 \$0.00 \$0.00
Total Estimated Cost \$100000.00 \$0.00 \$100000.00

Reason(s) For Amendment: Enter Reasons

The Amendment approved by the Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

☐ Special Award Conditions
☐ Department Of Commerce Financial Assistance Standard Terms and Conditions
☐ NOVA Special Award Conditions
☐ Line Item Budget ☐ Other(s)

Save Save and Return to Main CD-451 Report SAC Report Cancel

Reason(s) for Amendment

1. To enter a reason(s) for the Amendment, select the link entitled **Enter Reasons** in **Reasons(s) for Amendment** section from the *Amendment to Financial Assistance Award* page (see step 5, page 7). Selecting this link will bring you to the *Enter Reason* screen. You may enter a reason(s) by either entering the reasons in the text field or by selecting the **Reason Template Language** link.

2. Upon selecting the **Reason Template Language** link, the *Template Language* screen is displayed. Place a check in the checkbox in front of the language you would like to include as a reason, followed by the **Save** button.

3. The *Enter Reason* screen is displayed and now includes the language selected from the *Template Language* screen. Please note, you can modify and edit the text in the *Enter Reason* text box. Select the **Save** button to save the reason(s) and return to the *Amendment to Financial Assistance Award* page.

NSAA Grants Online

Home RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online User Home Log Off

Search Search Reports Manage Recipient Users

Amendment Header Information

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2008	Program Officer:	Fisheries Southern Office (SW)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@ite
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	Yes
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual 5/31				

Enter Reason

Reason Template Language

To provide additional funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference.

166 / 4000 Spell Check

Save Cancel

Special Award Conditions

1. To add a Special Award Condition (SAC), select the link entitled **Special Award Conditions** from the *Amendment to Financial Assistance Award* page (see step 5, page 7).
2. The *Special Award Conditions* page is displayed. Select the **Create from Scratch** link to create a Special Award Condition (SAC) from scratch. Available SACs are listed under **Available Special Award Conditions**. Special Award Conditions that are associated with this Award are listed under **Associated Special Award Conditions**.

RFA Header Information:

Document ID:	2024906	CFDA Number:	11.423
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2020721	Assigned Program Office:	Fisheries Southwest Region Program Office (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	null Nazir Finamen
RFA Name:	GMD Manual 5/31	Noncompetitive RFA Type:	Congressionally Directed (Soft Earmark)
Fiscal Year:	2006		

Application Header Information:

Application ID:	2024907	Award Number:	NA06NM4320012
Applicant Name:	University of Chicago	Application Receipt Date:	05/25/2006
Project Title:	GMD Manual 5/31	Applicant Type:	Independent School District
Program Officer:	Nazir Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	
		Type of Application:	

Special Award Conditions

[Create from Scratch](#)

Available Special Award Conditions

Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC: For New Awards and Amendments (except final year) - Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document.	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional action and/or other required reductions, the following language	Template

Pending Special Award Conditions

No Special Award Conditions are pending for this Amendment.

Associated Special Award Conditions

Name	Description	Amendment	Type	Due Date	Satisfied Date	Option
Security Services Institution	non-comp rfa training	Amendment 6	RFP			Template

[Save Amendment and Return](#) [Cancel](#)

- Upon selecting the **Create from Scratch** link, the *Special Award Conditions Details* page is displayed. In the NAME field, enter the name of the SAC and in the DESCRIPTION field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done**.

RFA Header Information

Document ID:	2023836	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000514	Assigned Program Officer:	Fisheries Southwest (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	nul Nazir Finamen
RFA Name:	GMD Manual 5/2	Noncompetitive RFA Type:	Congressionally Direct
Fiscal Year:	2006		

Application Header Information

Application ID:	2023639	Award Number:	NAD00NM4330006
Applicant Name:	University of Chicago	Application Receipt Date:	04/30/2006
Project Title:	GMD Manual 5/2	Applicant Type:	Public/State Controlled Institute
Program Officer:	Nazir Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Condition Details

Name: *

Description: *

Association Edit:

Response Required: ☐ Due Date: Satisfied Date:

Type: Administrative Pending

- To view an available SAC, in the **Available Special Award Conditions** section select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.

Available Special Award Conditions		
Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional recision and/or other required reductions, the following language	Template

5. Upon selecting the name of the SAC, the *Special Award Condition Details* page is displayed and includes the details of the selected SAC. Select **Cancel** to return to the *Special Award Conditions* page.

The screenshot shows the 'Special Award Condition Details' page. It includes sections for 'RFA Header Information' and 'Application Header Information'. The 'Special Award Condition Details' section is highlighted with a red box. The 'Name' field is 'Multi-Year Special Award Condition'. The 'Description' field contains the following text: 'MULTI-YEAR SAC for New Awards and Amendments (except final year)'. Below this, there is a detailed description of the award condition, including a note about the word 'REVISED' and a paragraph about the award period and budget(s). The 'Cancel' button is visible at the bottom left of the red box.

6. Upon selecting the **Template** link, the following page lists the NAME of the SAC, as well as the details and is editable. To save changes, select **Save** followed by **Cancel**.

The screenshot shows the 'Special Award Condition Details' page with the 'Name' field set to 'Multi-Year Special Award Condition'. The 'Description' field is highlighted with a red box and contains the same text as in the previous screenshot. Below the description, there is a 'Spell Check' button. At the bottom, there is an 'Association Edit' section with fields for 'Response Required', 'Due Date', and 'Satisfied Date'. The 'Type' is set to 'Administrative' and the status is 'Pending'. The 'Save', 'Done', and 'Cancel' buttons are visible at the bottom.

7. The *Special Award Conditions* page is displayed. The selected SAC is now listed under **Pending Special Award Conditions**. Select the **Edit** or **Remove** link if you would like to edit or delete the SAC. Select **Save Amendment and Return** to save your changes and return to *Amendment to Financial Assistance Award* page

[Box](#)
[RFA](#)
[Application](#)
[Award](#)
[Account Management](#)
[System Administration](#)
[Manage Certifications](#)
[Reports](#)
[Help](#)

[Access to Grants Online User Roles](#)
[Log Off](#)

RFA Header Information

Document ID:	2024906	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000721	Assigned Program Office:	Fisheries Southwest Region Program Office (SWO)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	null Nazir Finamen
RFA Name:	GMD Manual 5/31	Noncompetitive RFA Type:	Congressionally Directed (Soft Earmark)
Fiscal Year:	2006		

Application Header Information

Application ID:	2024907	Award Number:	NAD66MF4330012
Applicant Name:	University of Chicago	Application Receipt Date:	05/29/2006
Project Title:	GMD Manual 5/31	Applicant Type:	Independent School District
Program Officer:	Nazir Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	
		Type of Application:	

Special Award Conditions
[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC: for New Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following language	Template

Pending Special Award Conditions

Name	Description	Type	Due Date	Options
GMD Manual	GMD Manual	Administrative		Edit Remove

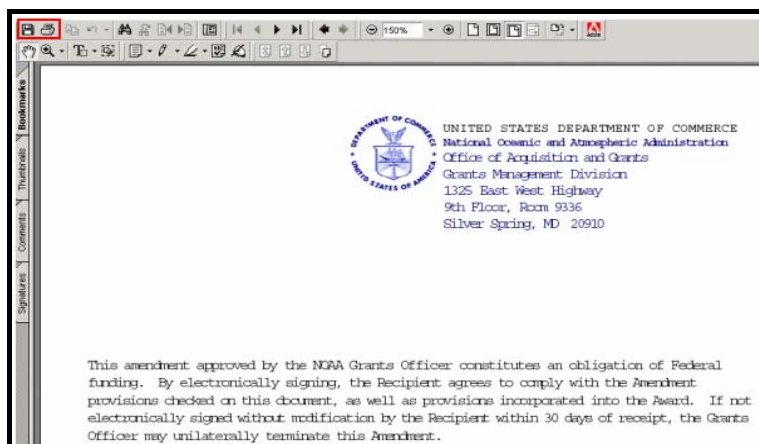
Associated Special Award Conditions

Name	Description	Amendment	Type	Due Date	Satisfied Date	Options
Monthly Service	non-comp rfa training	Amendment 0	BPP			Template

[Save Amendment and Return](#)
[Cancel](#)

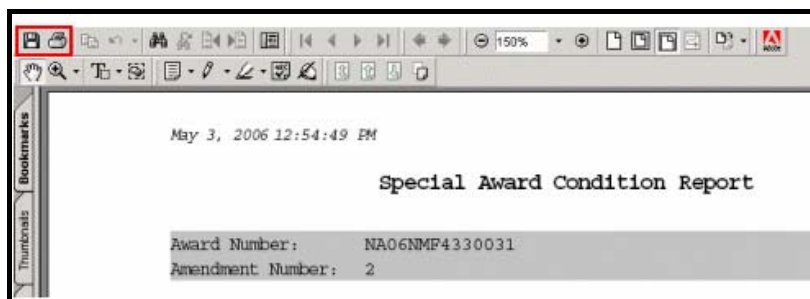
CD-451 Report

1. Upon selecting the **CD-451** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 5, page 7), an Adobe Acrobat file opens in a separate window displaying the CD-451. You may save and/or print the report using the save or print icons. The CD-451 is the Department of Commerce Amendment to an existing Award.



SAC Report

1. Upon selecting the **SAC Report** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 5, page 7), an Adobe Acrobat file opens in a separate window, displaying the Special Award Condition Report. You may save and/or print the report using the save or print icons.



Submitting the Amendment

- Once you have verified and entered the necessary information, select **Save** followed by **Save and Return to Main**.

Amendment to Financial Assistance Award

CFDA Number: 11.423
 Award Number: 1A300W-030012
 Recipient Name: University of Chicago

Grant Type: R Grant ☐ Cooperative Agreement (If changed, requires [Cooperative Agreement Special Award Condition](#))
 Amendment Number: Pending
 Street Address: 1035 E. 57th St
 Chicago, IL 60637

Amendment Start and End Dates: *
 The Amendment Start and End Dates in the above fields are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.

Extend Work Completion To: N/A

Project Title: *
 GMD Manual 5/31
 [Reset Check]

Project Description: *
 GMD Manual 5/31
 [Reset Check]

Bureau Fund Fiscal Year Project-Task Organization Object Class

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkboxes below. Once checked, the values that are entered will be saved and available on CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: ☐

Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$100000.00	\$0.00	\$0.00	\$100000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$100000.00	\$0.00	\$0.00	\$100000.00

Reason(s) for Amendment: [Enter Reason](#)

This Amendment approved by the NOAA Grants Officer constitutes an obligation of Federal Funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

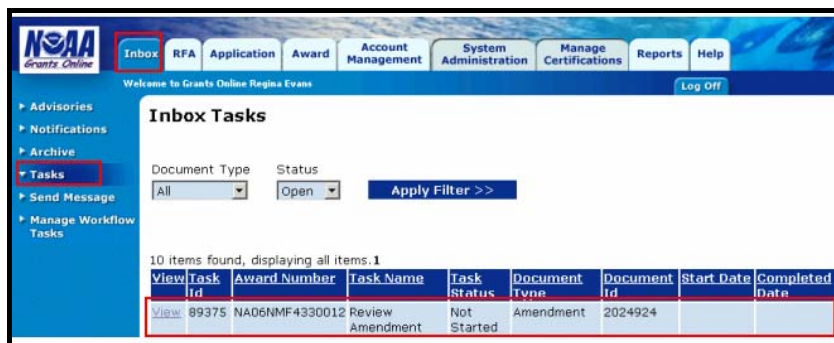
☐ [Special Award Condition](#) ☐ [Low-Value Budget](#) ☐ [Other\(s\)](#)
[Department Of Commerce Financial Assistance Standard Terms and Conditions](#)
[NOAA Special Award Conditions](#)

[Save] [Save and Return to Main] [CD-451 Report] [SAC Report] [Cancel]

Review Amendment task: Grants Specialist

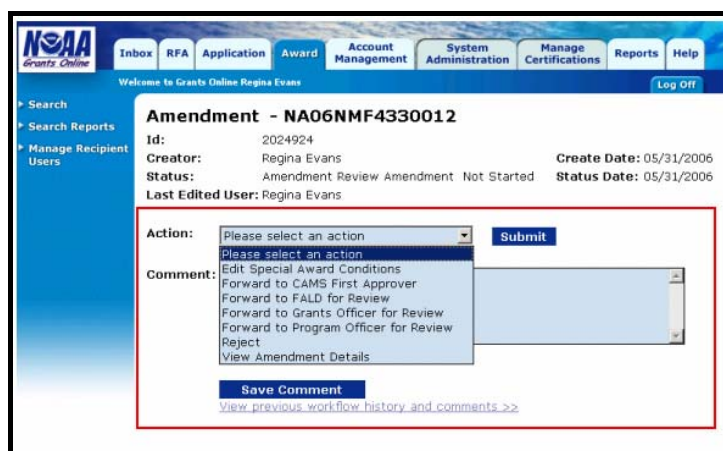
When the Grants Specialist completes an Amendment, upon submission of the Amendment the **Review Amendment** task is sent to the Grants Specialist.

- Select the **Inbox** tab.
- Select the **Tasks** link.
- Select the **View** link for the **Review Amendment** task.



4. The task launch page is displayed. From the action drop down menu, Grant Specialists can select from the following options:

- **Edit Special Award Conditions**
- **Forward to CAMS First Approver**
- **Forward to FALD for Review**
- **Forward to Grants Officer for Review**
- **Forward to Program Officer for Review**
- **Reject**
- **View Amendment Details**



View Amendment Details

1. Select **View Amendment Details** from the **Review Amendment** task action drop down menu, followed by the **Submit** button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

The screenshot shows the 'Grants Online' interface. At the top, there's a navigation bar with tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this, a sidebar on the left contains links like Search, Search Reports, and Manage Recipient Users. The main content area is titled 'Amendment - NA06NMF4330012'. It displays the following information: Id: 2024924, Creator: Regina Evans, Create Date: 05/31/2006, Status: Amendment Review Amendment Not Started, Status Date: 05/31/2006, and Last Edited User: Regina Evans. A red rectangular box highlights a section containing an 'Action' dropdown menu, a 'Comment' text area, and a 'Save Comment' button. The dropdown menu is open, showing a list of actions: 'Please select an action', 'Edit Special Award Conditions', 'Forward to CAMS First Approver', 'Forward to FALD for Review', 'Forward to Grants Officer for Review', 'Reject', and 'View Amendment Details'. A 'Submit' button is located to the right of the dropdown menu. Below the 'Save Comment' button, there is a link that says 'View previous workflow history and comments >>'. The 'View Amendment Details' option in the dropdown menu is the one being highlighted in the original image.

Edit Special Award Conditions

- From the **Review Amendment** task action drop down menu, select **Edit Special Award Conditions** followed by **Submit**. This option allows you to view/edit the Special Award Conditions (SACs). To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

- The *Special Award Conditions* page is displayed. Select the **Create from Scratch** link to create a SAC from scratch. Available SACs are listed under **Available Special Award Conditions**. SACs that are pending approval are listed under **Pending Special Award Conditions**.

- Upon selecting the **Create from Scratch** link, the *Special Award Condition Details* page is displayed. In the NAME field, enter the name of the SAC and in the DESCRIPTION field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done**.

The screenshot shows the 'Special Award Condition Details' page in the Grants Online system. The page is divided into several sections:

- RFA Header Information:** Includes fields for Document ID (2023836), Announcement Type (Initial), Funding Opportunity Number (MFFS-SW-2006-2000514), Line Office (National Marine Fisheries Service (NMFS)), RFA Name (GMD Manual 5/2), Fiscal Year (2006), CFDA Number (11.433), SubProgram (NE Competitive Fisheries Southwest P (SW)), Assigned Program Officer (null Nazir Finamen), and Noncompetitive RFA Type (Congressional Direct).
- Application Header Information:** Includes fields for Application ID (2023839), Applicant Name (University of Chicago), Project Title (GMD Manual 5/2), Program Officer (Nazir Finamen), Federal Funding Requested (\$100,000.00), Award Number (NA050MF4330006), Application Receipt Date (04/30/2006), Applicant Type (Public/State Controlled Institution), DUNS Number (123456789), Type of Submission (Application), and Type of Application (Continuation).
- Special Award Condition Details:** This section contains the main form for creating a new SAC. It has a 'Name' field with a placeholder 'Enter Special Award Condition Name Here' and a 'Description' field with a placeholder 'Enter Description Here'. Below these fields is a 'Spell Check' button. At the bottom of this section are 'Association Edit' fields for 'Response Required' (a checkbox), 'Due Date' (a date field with a placeholder '(mm/dd/yyyy)'), and 'Satisfied Date'. At the very bottom of the page are 'Save', 'Done', and 'Cancel' buttons.

- To view an available SAC, in the **Available Special Award Conditions** section, select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.

Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional recision and/or other required reductions, the following language	Template

- Upon selecting the name of the SAC, the *Special Award Condition Details* page is displayed and includes the details of the selected SAC. Select **Cancel** to return to the *Special Award Conditions* page.

RFA Header Information:

Document ID:	2022826	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	MBFG-SW-2006-2006514	Assigned Program Office:	Fisheries Southwest Region (SW)
Line Office:	Norfolk Marine Fisheries Service (NMFS)	Assigned Program Officer:	Paul Nair Fineman
RFA Name:	GND Manual 1/2	Noncompetitive RFA Type:	Congressionally Directed (Soft)
Fiscal Year:	2006		

Application Header Information:

Application ID:	2022639	Award Number:	h0000043/0006
Applicant Name:	University of Chicago	Application Receipt Date:	04/02/2006
Project Title:	GND Manual 1/2	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer:	Paul Nair Fineman	DUNS Number:	223456789
Federal Funding Requested:	\$300,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Condition Details

Name: Multi-Year Special Award Condition

Description: MULTI-YEAR SAC for New Awards and amendments (except final year)

add the word (REVISED) before the Sac for amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

1.(MULTI-YEAR) The award period and budget(s) incorporated into this award cover a (Number of years) -year period for a total amount of (Total Federal Award Amount) in Federal funds. However, Federal funding available at this time is limited to (Total amount awarded on the CD 450/451) for the funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding in notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

The funding period for this award is (award start date) through (funding period end date) and may be extended through (award end date).

MULTI-YEAR SAC for the final year amendment

(REVISED) 1.(Multi-year) This amendment provides: \$ (amendment amount) in Federal funding for the final year of this multi-year award for a total of \$ (total amount awarded). Any commitments, obligations, or expenditures in excess of that amount of Federal funds will be made at the recipient's risk. The funding period of this award has been extended through (award end date).

[Cancel](#)

- Upon selecting the **Template** link (see step 4, page 20), the following page lists the **Name** of the Special Award Condition, as well as the details and is editable. To save changes, select **Save** followed by **Cancel**.

Special Award Condition Details

Name: * Multi-Year Special Award Condition

Description: * Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

1.(MULTI-YEAR) The award period and budget(s) incorporated into this award cover a (Number of years) -year period for a total amount of (Total Federal Award Amount) in Federal funds. However, Federal funding available at this time is limited to (Total amount awarded on the CD 450/451) for the funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding in notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

[Spell Check](#)

Association Edits:

Response Required: ☐ Due Date: (mm/dd/yyyy) Satisfied Date:

Type: Administrative Pending

[Save](#) [Done](#) [Cancel](#)

- The *Special Award Conditions* page is displayed. The selected SAC is now listed under **Pending Special Award Conditions**. Select the **Edit** or **Remove** link if you would like to edit or delete the SAC. Select **Save Amendment and Return** to save your changes and return to the task launch page.

RFA Header Information:

Document ID:	2024926	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000721	Assigned Program Office:	Fisheries Southwest Region Program Office (SWO)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	nul Nazir Fransen
RFA Name:	GMD Manual 5/31	Noncompetitive RFA Type:	Congressionally Directed (Soft Earmark)
Fiscal Year:	2006		

Application Header Information:

Application ID:	2024907	Award Number:	NA06NMF4330012
Applicant Name:	University of Chicago	Application Receipt Date:	05/29/2006
Project Title:	GMD Manual 5/31	Applicant Type:	Independent School District
Program Officer:	Nazir Fransen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	
		Type of Application:	

Special Award Conditions

Create From Scratch

Available Special Award Conditions	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
New Award SAC	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document:	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional decision and/or other required reductions, the following language	Template

Pending Special Award Conditions

Name	Description	Type	Due Date	Options
GMD Manual	GMD Manual	Administrative	05/31/2006	Edit Remove

Associated Special Award Conditions

Name	Description	Amendment	Type	Due Date	Satisfied Date	Options
Non-comp RFA Training	Non-comp RFA Training	Amendment 0	Administrative			View

Save Amendment and Return Cancel

Forward to CAMS First Approver

- From the **Review Amendment** task action drop down menu, select **Forward to CAMS First Approver** followed by **Submit**. This option allows you to forward the Amendment to the CAMS First Approver. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

Amendment - NA06NMF4330012

ID: 2024924
 Creator: Regina Evans
 Status: Amendment Review Amendment Not Started
 Last Edited User: Regina Evans
 Create Date: 05/31/2006
 Status Date: 05/31/2006

Action: Please select an action Submit

Comment: Forward to CAMS First Approver

Save Comment

[View previous workflow history and comments >>](#)

2. After completing the task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:
 - Task “Review Amendment – Forward to CAMS First Approver” is complete.Please note, a task to review the Amendment is sent to the CAMS first approver, removing the **Review Amendment** task from the inbox of the Grants Specialist.

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
View	89377	NA06NMF4330012	Review Amendment	Not Started	Amendment	2024926		

Forward to FALD for Review

1. From the **Review Amendment** task action drop down menu, select the option to **Forward to FALD** followed by the **Submit** button. This option allows you to forward the Amendment to FALD for review. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

Amendment - NA06NMF4330012

Id: 2024924
Creator: Regina Evans
Status: Amendment Review Amendment Not Started
Last Edited User: Regina Evans
Create Date: 05/31/2006
Status Date: 05/31/2006

Action: Please select an action **Submit**

Comment:

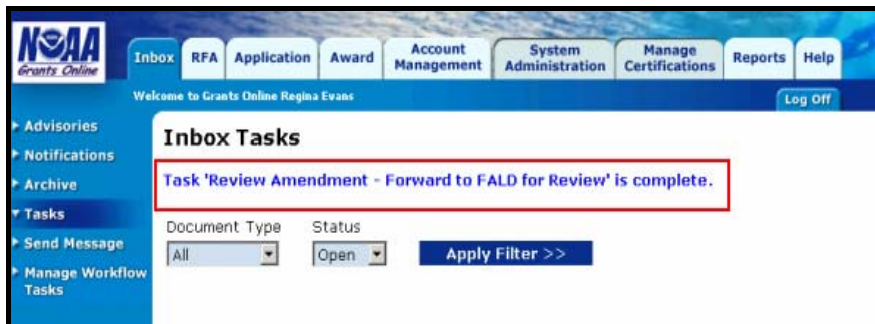
Save Comment

[View previous workflow history and comments >>](#)

2. After completing the task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

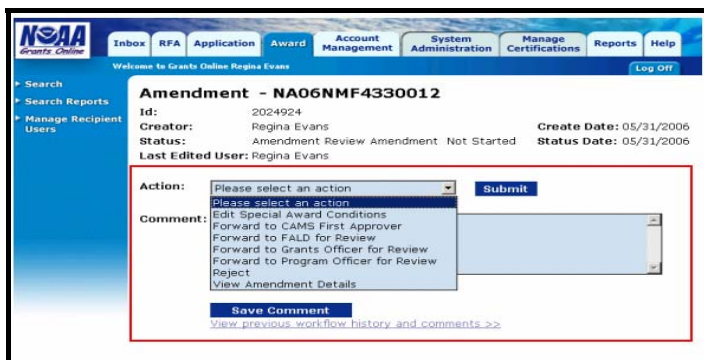
- Task “**Review Amendment File – Forward to FALD**” is complete.

Please note, a task to review the Amendment is sent to FALD removing the **Review Amendment** task from the inbox of the Grants Specialist.

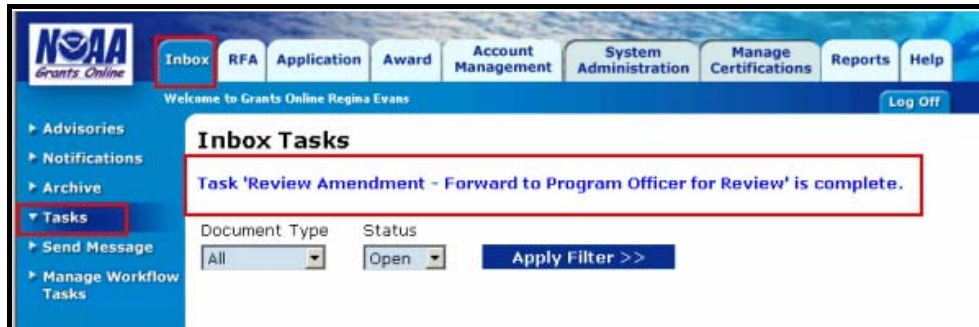


Forward to Program Officer for review

1. From the **Review Amendment** task action drop down menu, select the option to **Forward to Program Officer for Review** followed by the **Submit** button. This option allows you to forward the Amendment to the Program Officer for review. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

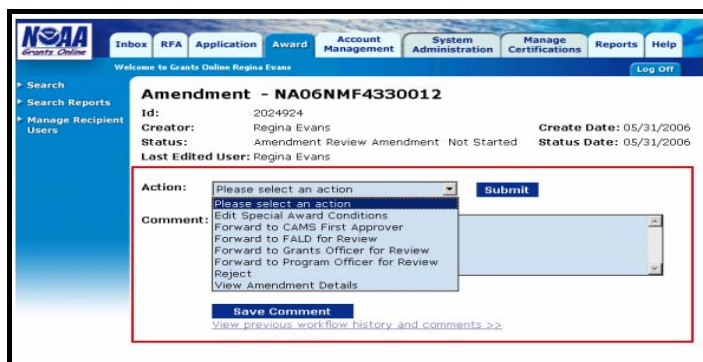


2. After completing the task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:
 - Task “**Review Amendment File – Forward to Program Officer**” is complete.Please note, a task to review the Amendment is sent to the Program Officer removing the **Review Amendment** task from the inbox of the Grants Specialist.



Rejecting an Amendment

1. From the **Review Amendment** task action drop down menu, select the **Reject** option followed by the **Submit** button. This option allows you to reject the Amendment. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



- The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Amendment. After entering the explanation, select the **Done** button.

Amendment Header Information

CFDA Number:	11.433	Award Period:	07/01/2008 - 07/01/2008	Program Office:	Fisheries Southwest Office (SW)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@test.gov
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	Yes
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual 5/31				

Reject Award File

Please enter comments *

Spell Check

Done Cancel

- The following screen is the *Amendment* page. Please note, upon rejecting an Amendment file, the STATUS indicates the Grants Specialist completed the task and rejected the Amendment. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. Please note, in the **Associated Documents** section, the Award file for the Amendment is listed as **Award File Rejected**. The status is listed as **Rejected** as well.

Amendment - NA06NMF4330012

ID: 2024924
 Creator: Regina Evans
 Create Date: 05/31/2006
 Status: Amendment Rejected
 Status Date: 05/31/2006
 Last Edited User: Regina Evans
[Go to Amendment Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

Amendment Header Information

CFDA Number:	11.433	Award File Period:	N/A - N/A	Program Office:	Fisheries Southwest Region I
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@test.gov
Federal Funding:	\$0.00	Non Federal Funding:	\$0.00	Grants Specialist:	Regina A. Evans
Project Title:	GMD Manual 5/31				
Organization Name:	University of Chicago				
Multi-Year:	No				

Sub Documents

Nothing found to display.

Associated Documents

One item found: 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Award File Rejected	2024924	GMD Manual 5/31	Regina Evans	05/31/2006	Regina Evans Rejected	Rejected	05/31/2006	

Forward to Grants Officer

1. From the **Review Amendment** task action drop down menu, select **Forward to Grants Officer for Review** followed by the **Submit** button. This option allows you to forward the Amendment to the Grants Officer for review and approval. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

NOAA Grants Online

Welcome to Grants Online Regina Evans

Amendment - NA06NMF4330012

Id: 2024924
Creator: Regina Evans
Status: Amendment Review Amendment Not Started
Last Edited User: Regina Evans
Create Date: 05/31/2006
Status Date: 05/31/2006

Action: Please select an action
Please select an action
Edit Special Award Conditions
Forward to CAMS First Approver
Forward to FALD for Review
Forward to Grants Officer for Review
Forward to Program Officer for Review
Reject
View Amendment Details

Submit

Comment:

Save Comment

[View previous workflow history and comments >>](#)

2. After completing the task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:
 - Task "Review Amendment File – Forward to Grants Officer" is complete.Please note, a task to review the Amendment is sent to the Grants Officer removing the **Review Amendment** task from the inbox of the Grants Specialist.

NOAA Grants Online

Welcome to Grants Online Regina Evans

Inbox Tasks

Task 'Review Amendment - Forward to Grants Officer for Review' is complete.

Document Type: All
Status: Open

Apply Filter >>

Review Amendment task: Grants Officer

Once the Grants Specialist forwards the Amendment to the Grants Officer or if the Grants Officer creates the Amendment, the **Review Amendment** task is sent to the Grants Officer.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Amendment** task.

Document Type: All Status: Open Apply Filter >>

12 items found, displaying all items. 1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Task Received Date	Completed Date	Applicant Name	Proposal Number
View	89404	NA06NMF4330012	Review Amendment	Not Started	Amendment	2024926	Thu Jun 01 12:05:48 EDT 2006		University of Chicago	N/A

4. The task launch page is displayed. From the action drop down menu, Grant Specialists can select from the following options:
 - **Approve**
 - **Edit Special Award Conditions**
 - **Reject**
 - **Return to Grants Specialist**
 - **View Amendment Details**

Amendment - NAO6NMF4330012

Id: 2024926
Creator: Nazir Finamen
Status: Amendment Review Amendment Not Started
Last Edited User: Nazir Finamen
Create Date: 05/31/2006
Status Date: 05/31/2006

Action: Please select an action Submit

Comment: Please select an action
Approve
Edit Special Award Conditions
Reject
Return to Grants Specialist
View Amendment Details

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

View Amendment Details

1. Select **View Amendment Details** from the **Review Amendment** task action drop down menu, followed by the **Submit** button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

The screenshot shows the NOAA Grants Online interface for viewing amendment details. The page title is "Amendment - NA06NMF4330012". The details section includes: Id: 2024926, Creator: Nazir Finamen, Create Date: 05/31/2006, Status: Amendment Review Amendment Not Started, Status Date: 05/31/2006, and Last Edited User: Nazir Finamen. The form area contains an "Action" dropdown menu with "Please select an action" selected, a "Comment" text area, and buttons for "Submit", "Spell Check", and "Save Comment". A link "View previous workflow history and comments >>" is located at the bottom of the form.

2. Upon selecting the option to **View Amendment Details**, the *Amendment to Financial Assistance Award* page is displayed and includes the following:
 - **CFDA NUMBER**
 - **GRANT TYPE**
 - **AWARD NUMBER**
 - **AMENDMENT NUMBER**
 - **RECIPIENT NAME**
 - **STREET ADDRESS**
 - **AMENDMENT START AND END DATES** Please note the Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the Award. A no-cost extension must be created to actually extend the Award period.
 - **PROJECT TITLE and PROJECT DESCRIPTION**

Please review the Completing Amendments section (page 6) for the details on each section of the *Amendment to Financial Assistance Award* page.

CFDA Number:
15.423

Grant Type:
R Grant (Cooperative Agreement (If changed, require Cooperative Agreement Special Award conditions))

Award Number:
N00001422012

Amendment Number:
Pending

Recipient Name:
University of Chicago

Street Address:
1035 E. 57th St
Chicago, IL 60637

Amendment Start and End Dates: *

The Amendment Start and End Dates in the above fields are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.

Extend Work Completion To:

No

Project Title: *

GHM Manual 5/31

Spell Check

Project Description: *

GHM Manual 5/31

Spell Check

Bureau Fund Fiscal Year Project-Task Organization Object Class

The system has calculated values for the Federal and Recipient share of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkboxes below. Once checked, the values that are entered will be saved and available on CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: ☐

Costs Are Revised As Follows: Previous Estimated Cost Add Deduct Total Estimated Cost

Federal Share of Cost	\$100000.00	\$0.00	\$0.00	\$100000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$100000.00	\$0.00	\$0.00	\$100000.00

Reason(s) for Amendment: Enter Reason:

This amendment approved by the NIOSH Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

☐ Special Award Conditions
 ☐ Line Item Budget
 ☐ Other(s)

[Department Of Commerce Financial Assistance Standard Terms and Conditions](#)
[NIH Special Award Conditions](#)

Save Save and Return to Main CD-451 Report Add Report Cancel

Edit Special Award Conditions

- From the **Review Amendment** task action drop down menu, select **Edit Special Award Conditions** followed by **Submit**. This option allows you to view/edit the SACs. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

- The *Special Award Conditions* page is displayed. Select the **Create from Scratch** link to create a SAC from scratch. Available SACs are listed under **Available Special Award Conditions**. SACs that are pending approval are listed under **Pending Special Award Conditions**.

- Upon selecting the **Create from Scratch** link, the *Special Award Condition Details* page is displayed. In the NAME field, enter the name of the SAC and in the DESCRIPTION field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done**.

The screenshot shows the 'Special Award Condition Details' page. At the top, there are tabs for Intro, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the tabs, there's a 'Welcome to Grants Online' message and a 'Log Off' button. The page is divided into sections: 'RFA Header Information' and 'Application Header Information'. The 'Special Award Condition Details' section contains a form with a 'Name' field (placeholder: 'Enter Special Award Condition Name Here') and a 'Description' field (placeholder: 'Enter Description Here'). Below these fields is a 'Spell Check' button. At the bottom, there's an 'Association Edit' section with a 'Response Required' checkbox, a 'Due Date' field (placeholder: '(mm/dd/yyyy)'), a 'Satisfied Date' field, and a 'Type' dropdown menu (currently set to 'Administrative'). At the very bottom are 'Save', 'Done', and 'Cancel' buttons.

- To view an available SAC, in the **Available Special Award Conditions** section, select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.

Available Special Award Conditions		
Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following language	Template

- Upon selecting the name of the SAC, the *Special Award Condition Details* page is displayed and includes the details of the selected SAC. Select **Cancel** to return to the *Special Award Conditions* page.

RFA Header Information:

Document ID:	2022826	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-GW-2006-2006514	Assigned Program Office:	Fisheries Southwest Region (SW)
Line Office:	NMFS Marine Fisheries Service (NMFS)	Assigned Program Officer:	Null Nair Fineman
RFA Name:	GND Manual 1/2	Noncompetitive RFA Type:	Congressionally Directed (Soft)
Fiscal Year:	2006		

Application Header Information:

Application ID:	2022639	Award Number:	na0000430006
Applicant Name:	University of Chicago	Application Receipt Date:	04/02/2006
Project Title:	GND Manual 1/2	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer:	Null Nair Fineman	DUNS Number:	223456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Condition Details

Name: Multi-Year Special Award Condition

Description: MULTI-YEAR SAC for New Awards and Amendments (except final year)

Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

1.(MULTI-YEAR) The award period and budget(s) incorporated into this award cover a (Number of years) -year period for a total amount of (Total Federal Award Amount) in Federal funds. However, Federal funding available at this time is limited to (Total amount awarded on the CD 450/451) for the funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding in notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

The funding period for this award is (award start date) through (funding period end date) and may be extended through (award end date).

MULTI-YEAR SAC for the final year amendment

(REVISED) 1.(Multi-year) This amendment provides: \$ (amendment amount) in Federal funding for the final year of this multi-year award for a total of \$ (total amount awarded). Any commitments, obligations, or expenditures in excess of that amount of Federal funds will be made at the recipient's risk. The funding period of this award has been extended through (award end date).

[Cancel](#)

- Upon selecting the **Template** link, the following page lists the **Name** of the Special Award Condition, as well as the details and is editable. To save changes, select **Save** followed by **Cancel**.

Special Award Condition Details

Name: * Multi-Year Special Award Condition

Description: * Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

1.(MULTI-YEAR) The award period and budget(s) incorporated into this award cover a (Number of years) -year period for a total amount of (Total Federal Award Amount) in Federal funds. However, Federal funding available at this time is limited to (Total amount awarded on the CD 450/451) for the funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding in notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

[Spell Check](#)

Association Edits:

Response Required: ☐ Due Date: (mm/dd/yyyy) Satisfied Date:

Type: Administrative Pending

[Save](#) [Done](#) [Cancel](#)

- The *Special Award Conditions* page is displayed. The selected SAC is now listed under **Pending Special Award Conditions**. Select the **Edit** or **Remove** link if you would like to edit or delete the SAC. Select **Save Amendment and Return** to save your changes and return to the task launch page.

RFA Header Information:

Document ID:	2024926	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000721	Assigned Program Office:	Fisheries Southwest Region Program Office (SWO)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	nul Nazir Finamen
RFA Name:	GMD Manual 5/31	Noncompetitive RFA Type:	Congressionally Directed (Soft Earmark)
Fiscal Year:	2006		

Application Header Information:

Application ID:	2024907	Award Number:	NA06NMF4330012
Applicant Name:	University of Chicago	Application Receipt Date:	05/29/2006
Project Title:	GMD Manual 5/31	Applicant Type:	Independent School District
Program Officer:	Nazir Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	
		Type of Application:	

Special Award Conditions

Create From Scratch

Available Special Award Conditions	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document: For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following language	Template
New Award SAC		Template
Partial Funding Special Award Condition		Template
Partial Funding Special Award Condition		Template

Pending Special Award Conditions

Name	Description	Type	Due Date	Options
GMD Manual	GMD Manual	Administrative		ESC Remove

Associated Special Award Conditions

Name	Description	Amendment	Type	Due Date	Satisfied Date	Options
Non-comp Rfa Training	Non-comp Rfa Training	Amendment D	Administrative			

Save Amendment and Return Cancel

Return to Grants Specialist

- From the **Review Amendment** task action drop down menu, select **Return to Grants Specialist** followed by **Submit**. This option allows you to send the Amendment to the Grants Specialist. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

Amendment - NA06NMF4330012

Id: 2024926
Creator: Nazir Finamen
Status: Amendment Review Amendment Not Started
Last Edited User: Nazir Finamen
Create Date: 05/31/2006
Status Date: 05/31/2006

Action: Please select an action [Submit]

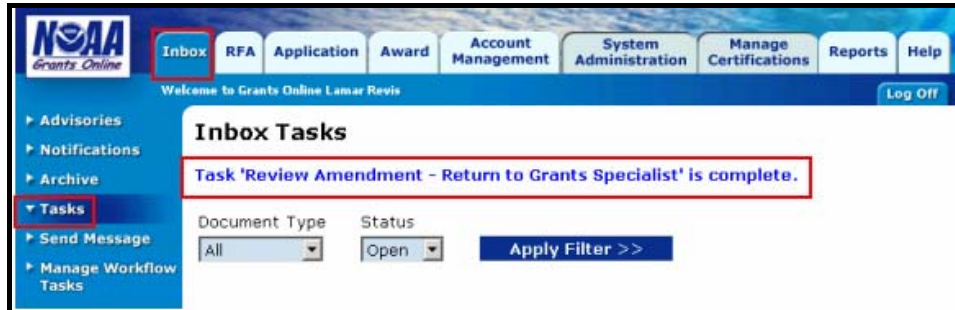
Comment: Approve
 Edit Special Award Conditions
 Reject
 Return to Grants Specialist
 View Amendment Details

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

2. After completing the task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:
 - **Task “Review Amendment File – Forward to Grants Specialist” is complete.**Please note, a task to review the Amendment is sent to the Grants Specialist removing the **Review Amendment** task from the inbox of the Grants Officer.



Rejecting an Amendment

1. From the **Review Amendment** task action drop down menu, select the **Reject** option followed by the **Submit** button. This option allows you to reject the Amendment. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



2. The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Amendment. After entering the explanation, select the **Done** button.

The screenshot shows the 'Reject Award File' screen. At the top, there's a navigation bar with tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a 'Welcome to Grants Online Regis Evas' message with a 'Log Off' link. The main content area is divided into two sections. The first section, 'Amendment Header Information', displays details for Amendment Number 11.433, created on 07/01/2006, with Program Officer Nazir Finamen. The second section, 'Reject Award File', contains a text area labeled 'Please enter comments*' and a 'Spell Check' button. At the bottom, there are 'Done' and 'Cancel' buttons.

3. The following screen is the *Amendment* page. Please note, upon rejecting an Amendment, the STATUS indicates the Grants Specialist completed the task and rejected the Amendment. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. Please note, in the **Associated Documents** section, the Award file for the Amendment is listed as **Award File Rejected**. The status is listed as **Rejected** as well.

The screenshot shows the 'Amendment' page for NA06NMF4330012. The top navigation bar is identical to the previous screen. The main content area shows the amendment details: Id: 2024924, Creator: Regina Evans, Create Date: 05/31/2006, Status: Amendment Rejected, Status Date: 05/31/2006. Below this is a link to 'View previous workflow history and comments'. The 'Amendment Header Information' section shows details for CFDA Number 11.433, Award File Period N/A - N/A, Program Officer Nazir Finamen, and Grants Specialist Regina A. Evans. The 'Sub Documents' section shows 'Nothing found to display'. The 'Associated Documents' section shows a table with one item found: 'Award File Rejected'.

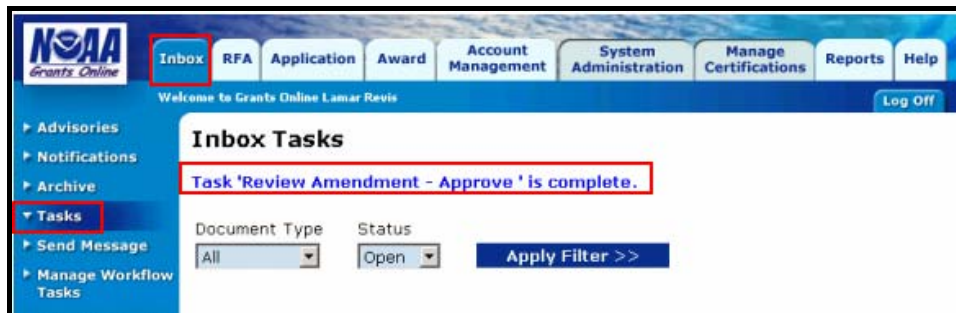
Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Award File Rejected	2024924	GMD Manual 5/31	Regina Evans	05/31/2006	Regina Evans	Rejected	05/31/2006	

Approving an Amendment

1. From the **Review Amendment** task action drop down menu, select the **Approve** option followed by the **Submit** button. This option allows you to approve the Amendment. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



2. After completing the task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:
 - Task "Review Amendment – Approve" is complete.This action completes the **Review Amendment** task.



Processing Award Action Requests

Overview In this section, you will learn how to process an award action request in Grants Online.

Objectives The processing Award action requests section will review the following objectives:

- Processing Award Action Requests via the Award Tab

Award Action Requests

During the post Award phase there are times, when you will request an action on the Award. This section details the steps form completing an Award Action Request. The process for completing Award Action Requests is very similar but certain Award Action Requests create Award Files and Amendments in Grants Online and others do not. The chart below lists the Award Action Requests that create Award Files and Amendments in Grants Online as well as those that do not.

Award Action Request	Sent to Program Officer, Grant Specialist, and Grants Officer for Approval	Accepted by Authorized Representative after it has been approved	Creates an Award file and Amendment
No Cost Extension - Without Invocation of Expanded Authority	Yes	Yes	Yes
Change in Scope	Yes	Yes	Yes
Transfer of Award	Yes	Yes	Yes
Other	Yes	Yes	Yes
Sub award, transfer or contracting out of any work under the award if not described in the approved application	Yes	Yes	Yes
Reprogram or Rebudget	Yes	No	No
Extension to Close Out	This Request is sent to the Grant Specialist, Grants Officer, and CAMS for approval. It is NOT sent to the Program Officer.	No	No
Change in Principal Investigator	Yes	No*	No
Change in Institution Name	Yes	No*	No
Change in Key Person Specified in the Application	Yes	No*	No
Satisfied Special Award Conditions	Yes	No	No
Transfer of Funds allotted for training to other categories of expenses	Yes	No	No
Pre-Award Cost	Yes	No	No
Equipment Purchase	Yes	No	No
Foreign Travel	Yes	No	No
Sole Source Contract			
Absence of more than 3 months or 25% by project director or PI	Yes	No	No
Inclusion of cost that requires prior approval based on cost principles	Yes	No	No
No Cost Extension Invocation of Expanded Authorities	This request is sent only to CAMS	No	No

* - After the Grants Officer approves the Award Action Request a task is sent to the Recipient System Administrator to update the change in Grants Online.

1. Select the **Award** Tab.
2. Select the **Search** link.
3. Search for the Award by entering either of the following criteria:
 - APPLICANT NAME
 - AWARD NUMBER

After you have entered the search criteria, select **Submit**.

4. The Award is displayed in the search results. From the search results click on the **Create Award Action** link listed in the **Award Action Request** column.

NOAA Grants Online

Search for Award

Applicant Name:

Award Number:

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

Search Results
One item found. 1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Enforcement	Award Action Request	Manage Award	Amendments	Partial Funding
NA06NMF4330012	1002370	University of Chicago	GMD Manual S/31	Accepted	Enforcement	Create Award Action Request	View/Manage Award-related Personnel	Create Amendment	Partially Fund this Award.

- Click on the link of the Award Action Request you wish to initiate (they all have a similar process). Please note that the list displays all the possible Award Action Requests that can be created for the Award. Therefore, when completing the Award Action Request and selecting the **Save and Submit** action on any of the subsequent pages initiates workflow.

For the purposes of the manual, we will select **No Cost Extension – Without Invocation of Expanded Authority**.

Grant Information

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2008	Program Office:	Fisheries Southwest Region Program Office (SW)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@test.gov
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	Yes
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual 5/31				

Award Action Request Index - NA06NMF4330012

No Cost Extension - Without Invocation of Expanded Authority Extension to Close Out Change in Scope Transfer of Award Change in Principal Investigator Change in Institution Name Change in Key Person Specified in the Application Satisfied Special Award Conditions Transfer of funds allotted for training to other categories of expenses Pre-Award Cost	No Cost Extension - Invocation of Expanded Authority Reprogram or Rebudget Equipment Purchase Foreign Travel Sole Source Contract Other Absence of more than 3 months or 25% by project director or PI Inclusion of cost that require prior approval based on cost principles Sub award, transfer or contracting out of any work under the award if not described in the approved application
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Grantees:
Please note that the above listing contains all the possible Award Action Requests that can be created on this Award. While the ability to create these Award Action Requests is given to all grantee users, they can only be forwarded to the agency by the Authorized Representative.

[Return to Main](#)

- Enter the extension date and provide the justification in the JUSTIFICATION field. Select **Save** to capture the changes.

No Cost Extension - Without Invocation of Expanded Authority - NA06NMF4330012

No Cost Extension - Without Invocation of Expanded Authority

Extension Date: Month: Year: Day:

Enter Justification here.

Justification*

25 / 4000 [Spell Check](#)

(For this request to be considered complete, you MUST attach a budget of remaining funds)

[Save](#) [Cancel](#)

7. The **Attach Files** link is now displayed on the screen. To complete a No-Cost Extension – Without Invocation of Expanded Authority, the budget of remaining funds must be uploaded and attached. Select the **Attach Files** link to upload a budget of remaining funds. Once the file is attached select **Save and Return to Main**. Upon selecting **Save and Return to Main**, an Award file is created for this Award. In addition, within the Award file, an Amendment is created and includes the workflow. A task is also sent to the Program Officer to review and approve the Amendment. The following pages detail the steps to view the Amendment workflow history.

Grant Information

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2008	Program Office:	Fisheries Southwest Reg Office (SW)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@test.gov
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	Yes
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual 5/31				

No Cost Extension - Without Invocation of Expanded Authority - NAO6NMF4330012

Please click this icon to view or add comments to this request that can then be seen by other users viewing this request...

No Cost Extension - Without Invocation of Expanded Authority

Extension Date Month: Year: Day:

Justification*

(For this request to be considered complete, you MUST attach a budget of remaining funds)

8. The following screen is the *Award Action Request* page. Scroll down to the **Associated Documents** section and select the ID link for the Award file in Progress.

[Inbox](#)
[RFA](#)
[Application](#)
[Award](#)
[Account Management](#)
[System Administration](#)
[Manage Certifications](#)
[Reports](#)
[Help](#)

Welcome to Grants Online Regina Evans [Log Off](#)

Award Action Request - NAO6NMF4330012

ID: 2047754
Creator: Regina Evans **Create Date:** 06/05/2006
Status: Award Action Request IN Progress **Status Date:** 06/05/2006
Last Edited User: Regina Evans
[Go to Award Action Request Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments](#).

[View/Add/Remove Attachments](#)

Award Action Request Header Information

CFDA Number:	11.405	Award Period:	04/01/2005 - 03/31/2006	Program Office:	
Program Officer:	Deirdre Kimball	Program Officer Phone:	978-281-9290	Program Officer Email:	
Total Federal Funding:	\$50,000.00	Total Non Federal Funding:	\$70,393.00	Multi-Year:	
Organization Name:	Delaware Department of Natural Resources and Environmental Control, Division of Fish and Wildlife	Electronic Recipient:	Yes	ASAP Recipient:	
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	Atlantic Sturgeon in the Delaware River				

Sub Documents

Nothing found to display.

Associated Documents

2 items found, displaying all items: 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Grants File	2008719		System Account	05/06/2005	System Account	Approved	08/17/2005	
Award File In Progress	2047754	Atlantic Sturgeon in the Delaware River	System Account	06/05/2006	System Account	IN Progress	06/05/2006	

9. The following screen is the *Award File in Progress* page. Scroll down to the **Sub Documents** section and select the Amendment ID link.

Award File In Progress - NA06NMF4330012

Id: 2047755
 Creator: System Account
 Status: Award File In Progress IN Progress
 Last Edited User: System Account
 Create Date: 06/05/2006
 Status Date: 06/05/2006

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments](#)

[View/Add/Remove Attachments](#)

Pending Actions

Nothing found to display.

Award File Header Information

CFDA Number:	11.405	Award File Period:	N/A - N/A	Program Office:	Fisheries Management Office (NEP)
Program Officer:	Deirdre Kimball	Program Officer Phone:	978-281-9290	Program Officer Email:	deirdre.kimball@noaa.gov
Federal Funding:	\$0.00	Non Federal Funding:	\$0.00	Grants Specialist:	Regina A. B.
Project Title:	Atlantic Sturgeon in the Delaware River				
Organization Name:	Delaware Department of Natural Resources and Environmental Control, Division of Fish and Wildlife				
Multi-Year:	No				

Sub Documents

One item found 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Amendment	2047756	Atlantic Sturgeon in the Delaware River	System Account	06/05/2006	System Account	Program Officer Actions Not Started	06/05/2006

10. The following screen is the *Amendment* page. Please note the status of the Amendment is **Amendment Program Officer Actions Not Started**, which indicates a task has been sent to the Program Officer. Select the **view previous workflow history and comments** link to view the previous workflow history.

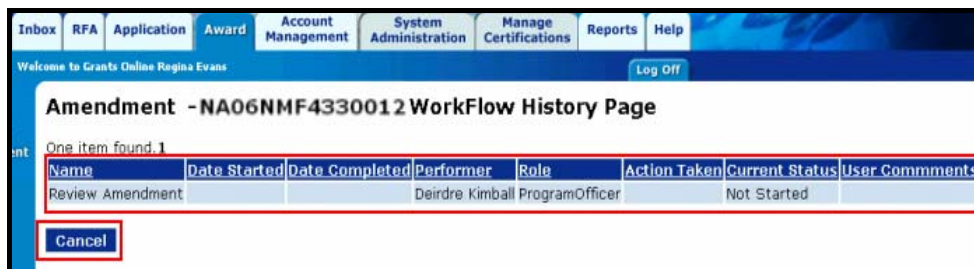
Amendment - NA06NMF4330012

Id: 2047756
 Creator: System Account
 Status: Amendment Program Officer Actions Not Started
 Last Edited User: System Account
 Create Date: 06/05/2006
 Status Date: 06/05/2006

[Go to Amendment Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

11. The following screen is the *Amendment Workflow History page*. The workflow also indicates the Program Officer currently has a task entitled **Review Amendment**. The **Review Amendment** task allows the Program Officer to forward the Amendment to the Grants Specialist for review and approval. Upon review and approval, the Grants Specialist will then forward the Amendment to the Grants Officer.



The screenshot displays the 'Amendment - NA06NMF4330012 WorkFlow History Page'. At the top, there is a navigation bar with tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the navigation bar, a welcome message reads 'Welcome to Grants Online Regina Evans' with a 'Log Off' button. The main content area shows 'One item found. 1' and a table with the following data:

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Amendment			Deirdre Kimball	ProgramOfficer		Not Started	

Below the table, there is a 'Cancel' button.